

Inventory

Setup

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Introduction

This section of the user manual describes how to setup the inventory module. Successful setup of the module is dependent upon creating inventory locations, places where items are kept or stored. Once inventory locations are defined the actual items in inventory need to be created and then assigned to a location. The remainder of this section of the user manual will assist you in creating locations and preparing the system for inventory entry and assignment of inventory to specific locations.

Location Management

One of the primary functions of good inventory management is being able to identify the location of the inventory. Setting up inventory locations must be done before you can enter your inventory.

The location management table utilizes a parent / child relationship. The image below illustrates this relationship. Notice that Station 1 is a child (Sub Location) of Fire Stations, Dispatch Room is a child of Station 1, Dispatch Closet is a child of Dispatch Room.

Inventory Setup: General Tab

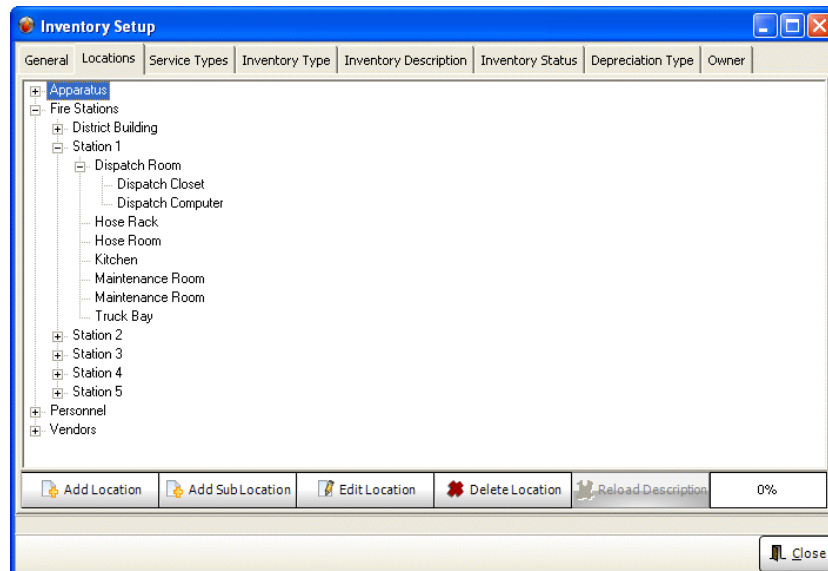
This Tab is for Alpine personnel only. Note that inventory locations must be created to use these functions.

Personnel Parent Location: This field was designed to allow for each person entered into the Personnel module to be added as a sub location (child) within the Personnel primary location. This alleviates the need to add each person individually as a sub location.

Rolodex Parent Location: This field was designed for the quick addition of Vendors entered into the Rolodex to be created as sub locations to the Vendor primary location.

Locations Tab

Access the Inventory Setup window by clicking the **Auxiliary** choice on the menu bar, then click the drop down arrow on the right side of the Inventory Management icon, choose **Setup** then the **Locations** Tab.



Follow these basic steps to create locations:

1. Click on the Locations tab.
2. It is recommended that you create four parent inventory types, Apparatus, Fire Stations, Personnel and Vendors.
3. Press the **Add Location** button to add a parent location, Apparatus for example.
4. Enter one location level at a time. For example, enter all primary types mentioned in step 2. Then create all the individual pieces of apparatus as children of the Apparatus primary location. Then enter all of the fire stations under the Fire Station primary location.
5. Now create children to the parent location by highlighting the parent location then clicking the **Add Sub Location** button. For example, highlight the **Apparatus** primary location to enter a child, Engine 1. You may then create a child of Engine 1 by highlighting it, clicking the Add Sub Location button and entering Compartment 1. Then a child of Compartment 1 can be created, Top Shelf, for example. Other sample children of Engine 1 would be, Compartment 2, Hose Bed and cab.
6. Repeat this parent/child process for each location to be entered into the system.

NOTE: Do not create apparatus as children of fire stations. Apparatus should be children of the Primary location Apparatus. Apparatus may be assigned to a particular station in the Apparatus Module.

Tips for entering locations:

- Keep it simple. There should only be 4 or 5 primary location types. They include Apparatus, Personnel, Fire Stations, and Vendors. Although the system supports an unlimited number, keep it simple.
- When a location is highlighted, right click on it for easy access to the list of available options such as Edit and Add Sub Location.

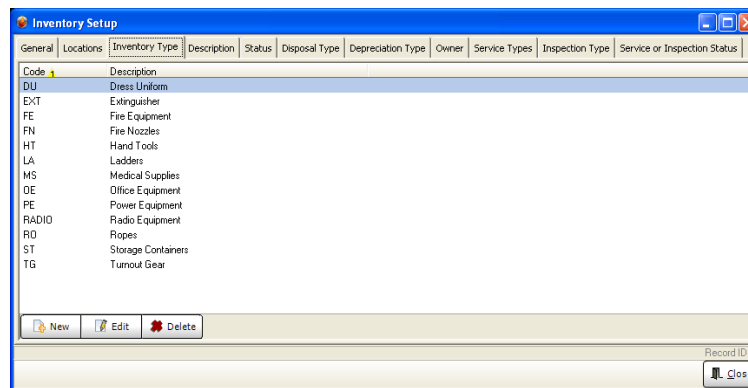
Personnel Locations

Personnel are created as inventory locations by Alpine once personnel are loaded into the system. New personnel subsequently added to the system will have an inventory location created automatically. Personnel generally do not have sub-locations.

Inventory Type Tab

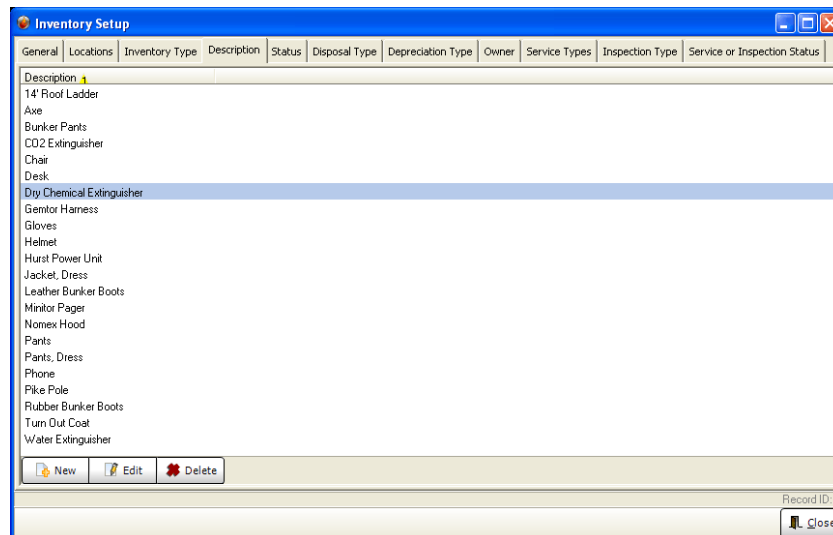
Enter the various inventory types by which items will be categorized. Entries should be kept general. Examples include Turnout Gear, Radio Equipment, Hand Tools and Ground Ladders. This field populates the Sub Type pick list found in the General Information section of the Inventory Management window.

*Please note that SCBA, hose and apparatus should not be entered here, there are specific modules for these inventory types.



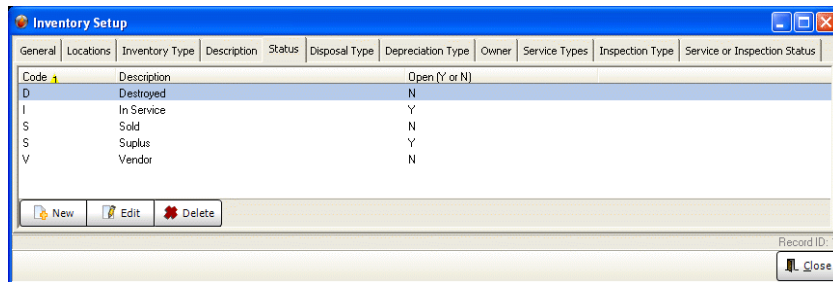
Description Tab

Enter a description of items in inventory. This field populates the Description pick list found in the General Information section of the Inventory Management window. This is the area where the specific types of turn out gear, radio equipment and hand tools are entered. Examples include, gloves, boots, helmet and portable radio, pager, 14' extension ladder. Note that manufacturer or model information is not listed here. That information is entered on the inventory entry form of the specific item.



Inventory Status Tab

Enter inventory status descriptions to note the state of an item in inventory. Examples are In Service, Missing, Destroyed and Sold. These entries populate the Inventory Status pick list found on the Purchasing tab of the Inventory Management window.



Disposal Type Tab

Enter the method by which inventory can be disposed of by the department. Examples include Destroyed, Lost, Stolen and Sold.

Depreciation Type Tab

Enter the method of depreciation. Examples include Straight Line and Declining Balance. These entries populate the Depreciation pick list on the Purchasing tab of the Inventory Management window.

Owner Tab

Enter the list of possible owners of items in inventory. Examples include XYZ Fire District and City of XYZ. These entries populate the Owner pick list found in the General Information section of the Inventory Management window.

Service Types Tab

Inventory Service Types:

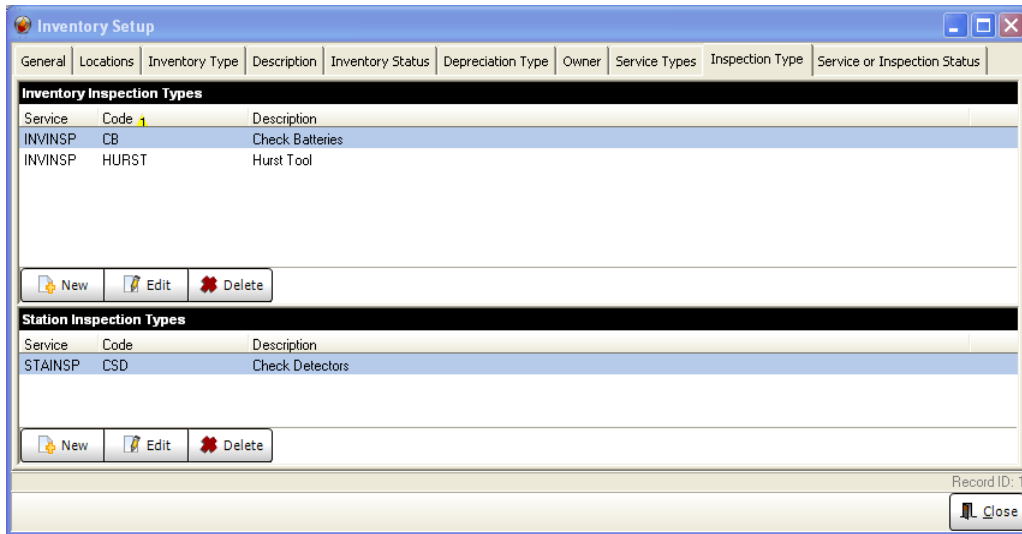
Enter the types of service performed on various types of inventory. Examples include oil change, filter changes, battery replacement and tire maintenance. These service types populate the Service Type field of the Inventory Management screen and are used to create service schedules. Please refer to the Inventory Usage section of the user manual for specific information regarding service schedules.

Station Service Types:

Enter types of service that apply to the fire stations. Examples include, waxed floor, cleaned truck bay floor, plumbing repair and HVAC maintenance.

Inspection Type Tab

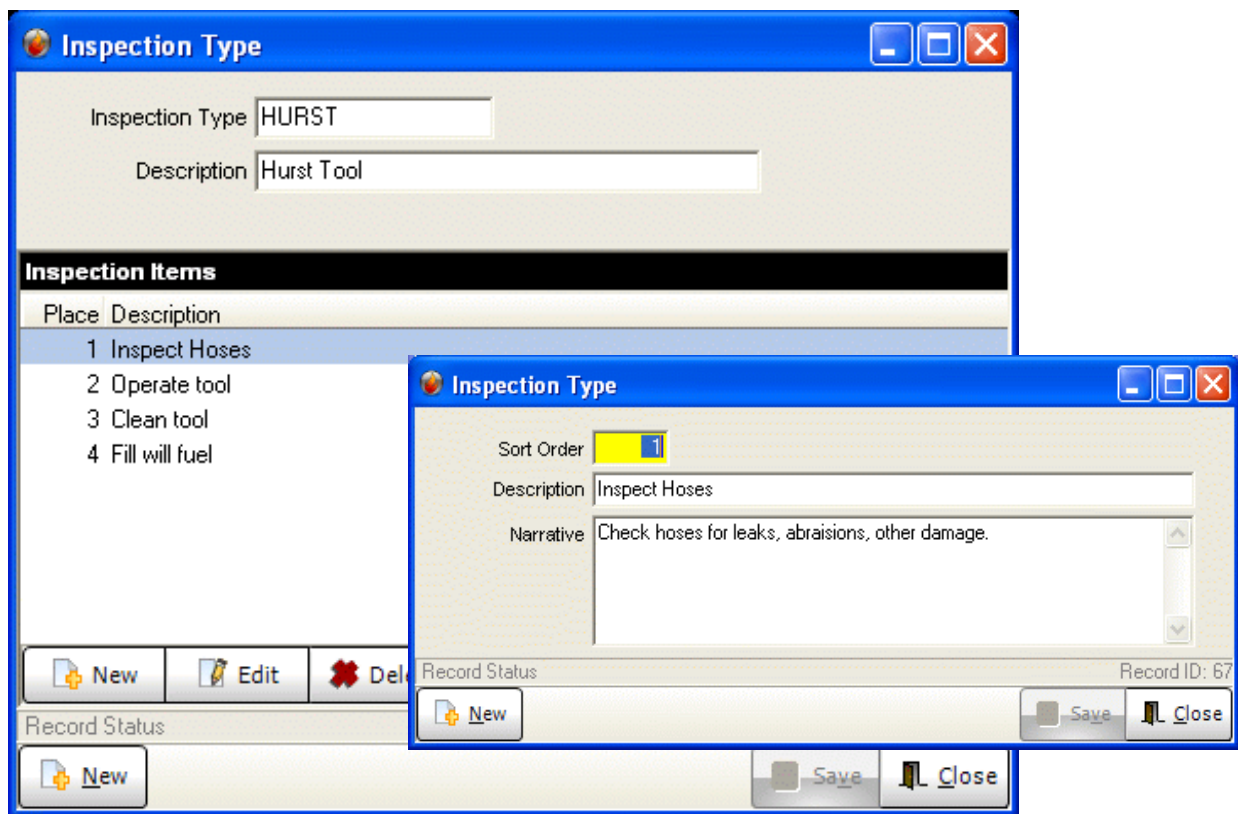
Click the **New** button to create new Inventory or Station Inspection Types. A code and description are required.



Inspection Items: Creating an Inspection Checklist

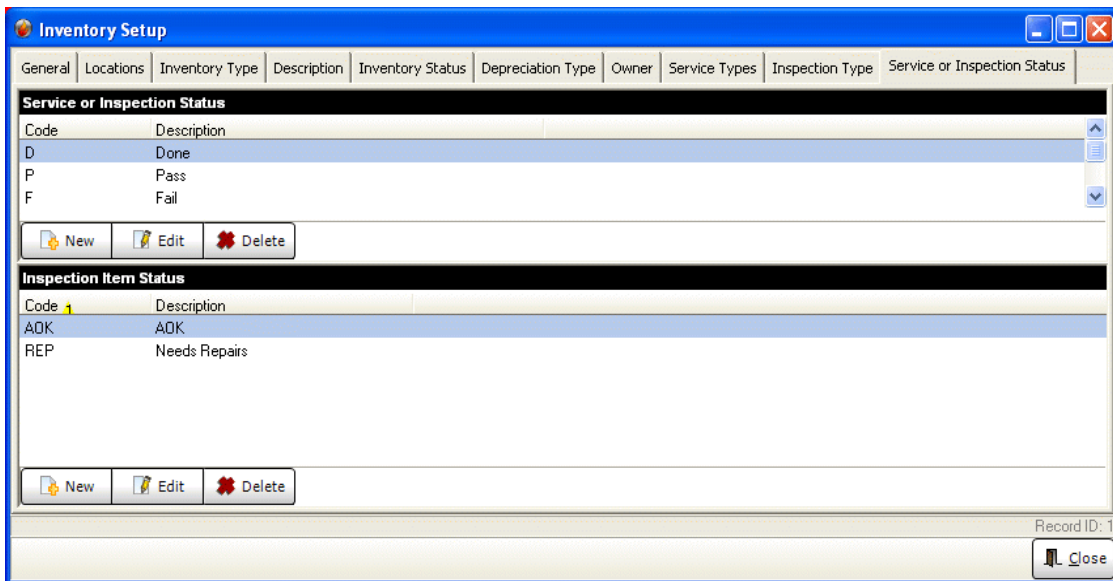
Create new check list items by clicking the **New** button in the Inspection Items portion of the Inspection Type window. Complete the fields as outlined below. Be sure to click the **Save** button to save your entries.

Field Name	Description	Requirement	Comments	Example
Sort Order	Sort order for the item on the checklist.	This is a required field.	Enter the sort order for this item on the list	1, 2, 10.
Description	Short description of the item.	This is a required field.	Enter a short description of the checklist item.	Check Hose
Narrative	Enter narrative for inspection item.	This is an optional field.	Enter a narrative further explaining the short description.	Check entire length of hose for cuts, abrasions or other defects.



Service or Inspection Status

Enter the Service or Inspection codes and descriptions. Sample entries include: Pass, Fail and Complete.



The screenshot shows the 'Inventory Setup' window with the 'Service or Inspection Status' and 'Inspection Item Status' tabs selected. The 'Service or Inspection Status' table contains three entries: 'D Done', 'P Pass', and 'F Fail'. The 'Inspection Item Status' table contains two entries: 'ADK ADK' and 'REP Needs Repairs'. Both tables have 'Code' and 'Description' columns. Below each table are 'New', 'Edit', and 'Delete' buttons. The window title bar includes 'Inventory Setup' and standard window controls. The bottom right corner shows 'Record ID: 1' and a 'Close' button.

Code	Description
D	Done
P	Pass
F	Fail

Code	Description
ADK	ADK
REP	Needs Repairs

The Item Status area is used to indicate the status of checklist items. Sample entries are OK, Needs Replenishment, Needs Repair.

Inventory Vendors

Vendors are entered in the Rolodex module. Please refer to the Rolodex manual RolodexUsage.Pdf.

Inventory Primary Location Setup

This is a function that is available to Alpine personnel only. It is used for entering the four primary default location types. Please note, this is not to be used if the inventory locations table is already setup.

Follow these steps to enter the default location types.

1. Logon as Alpine
2. Go to the inventory setup.
3. Press the **Create Default Locations**. This will load in the primary locations.
4. Press the appropriate buttons, **Create personnel locations for all personnel**, etc.
5. Verify that the locations are setup in the **Locations** Tab.